



## Policy: 3C-02.3

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 05/15/2001

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### Volume 3C - Human Resources, Hours of Work, Compensation, Retirement, and Benefits

## Overtime Compensation for Career Service Employees

**Procedure Effective Date:** 11/18/1992

**Procedure:**

If an employee is to be paid for overtime work, authorization must be granted in advance by the appropriate vice president or campus president or a designee. Request for payment of overtime will be submitted to the finance office on the Payment for Overtime Work or Compensatory Time Form (DFA-6).

**Procedure Related Items**

There are no related items for this Procedure